



**Code: 9160**  
Family: Public Safety  
Service: Public Safety  
Group: Police Service  
Series: Police General Duty

## **CLASS TITLE: POLICE OFFICER (ASSIGNED AS SECURITY SPECIALIST)**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, provides for the physical personal protection of the personage of the Mayor and family, the Mayor's executive office, place of residence and vehicles; or may be assigned to provide security for other elected officials or visiting dignitaries from the State of Illinois, or other U. S. states, Federal officials, and dignitaries / officials from other countries

Positions assigned to this classification must maintain other requirements, knowledge, skills, and abilities for successful performance in the Police Officer class.

### **ESSENTIAL DUTIES**

- Provides for the personal physical protection of the Mayor and family
- Establishes a protective cordon at special events and functions
- Provides security for the Executive Office of the Mayor, personal residence and vehicles assigned to the Mayor, and provides chauffeur and safe escort of the Mayor to and from special events, meetings, to and from residence and City Hall, etc.
- Observes all persons entering the Executive Office of the Mayor with or without an appointment; as well as observing all persons visiting the Mayor or family at their personal residence
- Observes and responds as necessary for the protection of the Mayor and / or family at special functions or events attended or visited by the Mayor
- Enforces existing laws and ordinances for the protection of the Mayor and family
- Provides personal physical protection for other elected officials as required. (Generally not assigned to other elected officials on a permanent basis, but provides security at special events (includes family))
- If required performs physical protection for dignitaries or works in coordination with personal security already assigned by another agency or country to ensure safety
- Performs other related protective services duties as assigned such as planning security operations in advance of the event, which includes site inspection to note areas of potential risks, and plan security operations taking into account areas of concern, layout of tables and chairs if they are part of the set-up, entrances / exits, size of room or area, location of other buildings and structures if it is an outside event, traffic flow, expected number of people, set-up and location of security check points and screening (detection) devices if required
- Prepares pre and post event related reports noting any incidents or possible weaknesses in security operation for future use in planning
- Keeps abreast of personal security processes and procedures

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Employment by the City of Chicago as Career Service Chicago Police Officer for at least three (3) years, including completion of the probationary period (18 months)

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- Completion of specialized training related to personal security
- Experience in emergency related driving

**Licensure, Certification, or Other Qualifications**

- Must possess and maintain a State of Illinois commercial / chauffeur license
- Must have a valid Firearm Owner's Identification (FOID) card issued by the State of Illinois
- Must maintain the ability to safely handle and use a Department approved firearm

**WORKING CONDITIONS**

- Assignment anywhere within the boundaries of the City of Chicago
- Assignment Duty hours may be any time; Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays
- Interaction with the public in a variety of situations
- Exposure to outdoor weather conditions including extreme weather situations
- Exposure to hazardous or life threatening situations
- May require travel outside the City of Chicago or State of Illinois

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Two-way radio and aviation related radio communication equipment

**PHYSICAL REQUIREMENTS**

- Using muscular force to lift, carry, drag, push or otherwise move objects using strength in one's arms, hands, back, shoulders and/or legs
- Using the necessary force to restrain a person when making an arrest
- Quickly bending, stretching, twisting, or reaching out with one's body, arms, and/or legs
- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Safely and lawfully operating automotive vehicles and associated equipment
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length) and reading ordinary/small print
- Must pass all phases of the selection process, including a medical evaluation, drug screen, and physical performance test

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**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Good knowledge of:

- \*general powers and authorities of law enforcement officers, including public safety and security procedures and strategies to effectively enforce laws and protect lives and property
- \*federal, state and municipal criminal and traffic laws and ordinances and related departmental policies, directives, and resources
- constitutional and other legal protections associated with investigative and interviewing processes
- evidence protection, recovery, and collection procedures and techniques
- notification requirements, systems, and procedures used for internal reporting and communication with external agencies
- processing of persons under Department control, including handling of special populations
- \*practices and procedures used in community policing
- \*geographical locations in the City of Chicago
- \*traffic operations and City's street address grid
- \*ground traffic control management

Considerable knowledge of:

- Personal security tactics

**Skills**

- \*CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- \*MATHEMATICS - Use mathematics to solve problems
- \*COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*RESOLVING CONFLICTS AND INFLUENCING OTHERS - Resolve disputes between groups and individuals; negotiate with others to influence behaviors, opinions; deal effectively with various members of the public; handle upset and injured victims, get people to cooperate
- \*ORGANIZATIONAL AWARENESS AND COMMITMENT - Remain firm in one's allegiance to the Department's core values and faithful in pursuit of the Department's mission despite obstacles or opposition; follow Department policies and regulations and show support for their intent and value; demonstrate positive regard for the Department and personal role; show respect for members in positions of authority; work in a chain-of-command environment
- \*SERVICE ORIENTATION – Actively look for ways to help people
- \*SOCIAL PERCEPTIVENESS – Be aware of others' reactions and understand why they react as they do

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- PERSUASION - Persuading others to change their minds or behavior

**Abilities**

- \*COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- \*PUBLIC SPEAKING - Make formal presentations before large or small audiences
- \*SPEAKING – Communicate information and ideas in speaking so others will understand
- \*ACTIVE LISTENING – Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- \*COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- \*WRITE – Communicate information and ideas in writing so others will understand.
- \*MEMORIZATION – Remember information such as words, numbers, picture, and procedures
- \*RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- \*REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- \*MAKE DECISIONS AND SOLVE PROBLEMS – Analyze information and evaluate results to choose the best solution and solve problems

**Other Work Requirements**

- \*ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
  - \*ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
  - \*COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude
  - \*CONCERN FOR OTHERS – Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
  - \*SELF CONTROL – Maintain composure, keep emotions in check even in very difficult situations, control anger and avoid aggressive behavior
  - \*STRESS TOLERANCE – Accept criticism and deal calmly and effectively with high stress situations
  - \*PERSISTENCE – Persist in the face of obstacles on the job
  - \*DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - \*INITIATIVE – Demonstrate willingness to take on job challenges
  - \*INTEGRITY – Be honest and avoid unethical behavior
  - \*ADAPTABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace
  - \*LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
November, 2020